



## MEMORANDUM

Agenda Item 15D1

TO: Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

DATE: February 7, 2006

FROM: Harvey Ruvin, Clerk  
Circuit and County Courts,

SUBJECT: Appointment of Members to the  
Public Library Advisory Board

Kay Sullivan, Director  
Clerk of the board Division

Please select one of the nominees from each group listed on the attached ballot to fill four (4) vacancies on the Public Library Advisory Board.

In accordance with Section 2-195 of the Code of Miami-Dade County and the By-Laws of the Public Library Advisory Board, the Advisory Board submitted the names of candidates from which a replacement can be selected to fill the vacancies. The Advisory Board has made the following recommendations for reappointment:

Sandra K. Vanden (replacing Judge Margarita Esquiro who resigned)  
Anthony J. Cantey (replacing Gene Sinclair Tinnie who resigned)  
Ellery Brown (incumbent)  
Carol Wyllie (incumbent)

The Director of Libraries' memorandum and the resume of each candidate are attached for your review.

KS:sm  
Attachments

**COUNTY ADVISORY BOARD BALLOT**

Miami-Dade County, Florida

February 7, 2006

**PUBLIC LIBRARY ADVISORY BOARD**

**(Group 1)**  
**APPOINTMENT TO REPLACE JUDGE MARGARITA ESQUIRO**  
**Vote (✓) for One**

Sandra K. Vanden

☐

Reverend Mark H. Sims

☐

Rafael Urrutia

☐

**(Group 2)**  
**APPOINTMENT TO REPLACE GENE SINCLAIRE TINNIE**  
**Vote (✓) for One**

Anthony J. Cantey

☐

Clifford E. LaGuerre

☐

Timothy A. Barber

☐

**(Group 3)**  
**VACANT SEAT (ELLERY BROWN)**  
**Vote (✓) for One**

Ellery Brown (Incumbent)

☐

Stephen K. Halpert

☐

Elodia Cruz

☐

**(Group 4)**  
**VACANT SEAT (CAROL GRAHAM WYLLIE)**  
**Vote (✓) for One**

Carol Graham Wyllie (Incumbent)

☐

Fredrick James Kent

☐

Daniel E. Thomas

☐

Commissioner \_\_\_\_\_


(Please sign ballot)

Commission District Number \_\_\_\_\_

HARVEY RIVLIN  
Clerk of the Circuit and County Courts  
Clerk of the Board of County Commissioners  
111 NW First Street, Suite 17-201  
Miami, FL 33128  
(305) 375-6129

**Date:** January 25, 2006

**To:** Kenneth Guldstrand  
Deputy Clerk's Office  
Clerk of the Board

**From:** Raymond Santiago   
Director of Libraries

**Subject:** Library Advisory Board Vacancies

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In compliance with ordinance 77-81, the Library Advisory Board, at its meeting of September 12, 2005, selected candidates to fill six vacancies on the Board. All candidates are qualified and each has agreed to serve if appointed by the Commission.

The Advisory Board highly recommends that Sandra K. Vanden be appointed to fill the term for Judge Margarita Esquiro, who resigned on October 10, 2005, Anthony J. Cantey be appointed to fill the term for Gene Sinclair Tinnie, who resigned on October 10, 2005 and Ana R. Kasdin (City of Miami Beach Appointment) to be appointed to fill the term for Jeff Donnelly who resigned on October 10, 2005. The Board highly recommends the reappointment of three incumbents: Ellery Brown, Zoila Datorre (City of Miami Beach Appointment), and Carol Wyllie. They have given invaluable time and effort in their service to the Library and the community.

Attached is a list of the candidates, named in order of Board preference.

Thank you for your attention to this matter.

**Attachments**

cc: George M. Burgess, County Manager  
Alex Munoz, Assistant County Manager  
Ana Bustamante, Assistant to the County Manager

CLERK OF THE BOARD  
2006 JAN 25 AM 11:05  
CLERK, CIRCUIT & COUNTY COURTS  
DADE COUNTY, FLA.  
#1

## **CANTEY REALTY & INVESTMENTS**

5530 NW 17 Avenue • Miami, FL 33142

(305) 836-5656

fromday1@aol.com

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### **Selected Accomplishments**

- Voted the nation's fastest growing independently-owned and operated real estate company by the Young Black Entrepreneur Association, 1998
- Handled the highest number of transactions in the MMAP program, one of the strongest first-time home buyers programs in the country, 1996
- More than 100 transactions closed annually, including 2001
- Approximately 80% of business is through referral

### **Background**

Anthony J. Cantey, a respected REO specialist in Dade County, Florida, established Cantey Realty & Investments, a division of Secan Development Corporation, initially to educate Black consumers in the real estate market and to coordinate and facilitate residential real estate transactions. Since 1992, the company has grown from a one-person operation to a highly competent sales force of five associates and an office staff of five.

### **Strengths**

Cantey Realty has identified and cultivated an ever-growing niche market, primarily through a strong referral base and a loyal following. Not content with providing standard service, Cantey makes itself available -- it is very accessible and accommodating to both its clients and prospective buyers and sellers. The company prides itself on aggressive property renovation and sales, integrating priorities from listing to closing, to include prospective buyer/seller issues. The company maintains an excellent network of real estate professionals such as title and mortgage companies, building inspectors, and building tradespeople to expedite transactions and realize quick turnarounds in the most cost-effective manner. The company provides accurate and timely BPOs.

### **Sales / Leasing**

Cantey Realty & Investments handles all aspects of the sales and leasing process of residential/commercial properties, to include tenant relations.

### **Research**

The company conducts research and analysis to determine the feasibility of investment, condition of property and costs of renovation. It oversees renovation activities, supervises subcontractors, purchases and schedules materials, ensures procurement of permits and building code/specifications compliance.

### **Contract Negotiation**

Cantey Realty & Investments negotiates contracts with buyers and sellers, financial institutions and mortgage companies; it handles all accounting functions to include A/P, A/R, rent collections, taxes, monthly reports and bank reconciliations.

### **Sample Clients**

- Federal National Mortgage Association (FNMA), the largest REO company in the country
- MGIC Real Estate Evaluation
- Countrywide Home Loans Mortgage Corporation
- Nationsway Mortgage Corporation

# CANTEY REALTY & INVESTMENTS

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## ANTHONY J. CANTEY

*Real Estate Broker / Mortgage Broker / REO Specialist*

### Experience

CANTEY REALTY & INVESTMENTS, Miami, FL (1992 - present)

*division of Secan Development Corporation*

#### **President / Founder**

*Current project:* developing and remodeling inner-city properties; revitalizing inner-city area through home ownership of renovated distressed properties.

- Founded the company in 1992
- Featured in *The Miami Herald*, November 2001: "Leading the Way Back to Liberty City"
- Featured in *Miami Times*, July 1999: "Real Estate Businessman Puts His Money Where his Mouth Is"
- Voted the nation's fastest growing independently-owned and operated real estate company by the Young Black Entrepreneur Association, 1998
- Handled the highest number of transactions in the MMAP program, one of the strongest first-time home buyers programs in the country, 1996
- Board of Directors, South Florida Board of Realtors, 1997-2000

COLDWELL BANKER, Miami, FL (1991-92)

#### **Sales Associate**

- Million Dollar Club, first year in the business

### Credentials

- Florida Real Estate Broker *Florida, Georgia, Mississippi*
- Licensed Mortgage Broker
- REO Specialist

### Education

- *Additional training:* Broker Management, Real Estate Law
- **REO Specialist Training**, National Association of Real Estate Brokers (NAREB), Chicago, IL
- **Real Estate Sales Agent**, Gold Coast School of Realty, Miami, FL (1991)

### Community Service

- Sponsor: North Dade Optimist Little League Baseball, 1998-present; North Dade Optimist Little League Football, 2000; SEYAA Pee Wee Division, 1999; Northwest Boys Club Little League, 1998; many philanthropic organizations
- Volunteer: Miami Rescue Mission, 1999

### Highlights

- Competitive spirit with strong work ethic, uncompromising morals, accountability
- Engaging public speaker: addressed South Florida Board of Realtists; First Time Home Buyers (through Consumer Home Buyers)
- Secretary, African-American Builders Association of Miami



Clifford E. LaGuerre  
19920 Franjo Road  
Miami, FL 33157  
(305) 995-2203 (W); (305) 253-5150 (H)

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### EDUCATION

California State University Hayward, CA M.S Clinical Counseling	1985-1987
Atlantic Union College South Lancaster, MA B.S Physical Education/Behavioral Science	1977-1981

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### PROFESSIONAL EXPERIENCE

1997-Present	<u>Miami-Dade Public Schools' Multicultural Program</u> intergroup Relations Specialist- Responsible for the implementation of multicultural and human relations education.
1993-1997	<u>North Miami Senior High</u> Guidance Counselor- Provided academic counseling.
1989-1993	<u>North Miami Middle</u> Teacher/Team Leader/Coach.
1987-1989	<u>Miami Union Academy</u> Teacher/Counselor/Coach
1983-1987	<u>Pacific Union College</u> Assistant Dean of Men- Provided academic and spiritual guidance to young adult students

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### COMMUNITY ACTIVITIES

Ministry of Restoration-	Founder and Coordinator of this ministry. Conduct workshop on family issues
Family Coordinator-	Coordinate activities and programs for the Family Life Department at my local church

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REFERENCES WILL BE PROVIDED UPON REQUEST

# **Timothy A. Barber**

5400 NW 22<sup>nd</sup> Avenue  
 Bldg C, Ste 101  
 Miami, FL 33142  
 Tbarber@theblackarchives.org  
 (954) 558-4311 \* (305) 636-2306

## **Education:**

The Georgia Archives Institute and the Atlanta Regional Consortium for Higher Education, Morrow, Georgia 2004.

Master of Applied Social Science degree, concentrated areas of History and African American Studies, Florida A&M University, Tallahassee, Florida 2003.

Bachelor of Arts degree in English, Minor in Education, Florida A&M University, Tallahassee, Florida 2002.

Specialized Associate of Science degree in Electronic Engineering Technology, Bauder College, Ft. Lauderdale, Florida 1993.

## **Work Experience:**

Florida Memorial University  
*Adjunct History Professor*

Miami Gardens, FL  
 9/05-Present

- Facilitate class lectures on United States and African American history
- Administer tests and exams
- Evaluate measuring tools, to report student competency in class subject

The Black Archives, History & Research Foundation of South Florida, Inc.  
*Assistant Archivist & Historian*

Miami, FL  
 09/03-Present

- Survey, catalog, and maintain historical artifacts and documents
- Create finding aids, guides and other descriptive publications
- Research people, places, and things to validate historical significance
- Serve as reference service personnel and assist researchers
- Lecture students of higher education
- Present reports to different advisory committees throughout the city
- Assist with the Teaching with Historic Places Program in Dade County
- Assist in designating historical significant buildings in Miami-Dade County
- Create and design exhibits
- Provide historical support
- Develop community outreach archival programs
- Provide supervision for service learning, intern, and volunteer students
- Conduct historical tours in Miami

SEP 21 2005

**Southeastern Regional Black Archives Research Center and Museum  
Intern**

Tallahassee, FL  
06/03-09/03

- Surveyed, cataloged, and maintained historical artifacts and documents
- Created finding aids, guides and other descriptive publications
- Designed museum exhibits
- Served as reference service personnel

**Florida A&M University  
Office of International Services and Summer Sessions  
Advisor & Program Assistant**

Tallahassee, FL  
05/02-09/03

**International Services**

- Assisted with recruiting students to study internationally from host university and other Historically Black Colleges and Universities (HBCUs)
- Maintained correspondence with HBCU consortium members
- Registered university students who are studying overseas
- Prepared financial waivers for students
- Collaborated and report to coordinator of the program on issues dealing with students
- Prepared flyers, newsletters and other program publications for public distribution
- Organized annual study abroad conferences with other Historically Black Colleges and Universities
- Maintained files and tracking information on students
- Assisted students who are applying for internships with U.S. Department of State

**Summer Sessions**

- Assisted with governing university regulation over summer programs
- Participated with the Orientation of counselors and summer camp participants on campus
- Observed overall operation of camps to ensure safety of students
- Screened prospective counselors and directors background through Florida Department of Law Enforcement

**Gold Coast Cablevision  
Service Technician**

Miami Beach, FL  
06/94-06/96

- Repaired system amplifiers and equalizers
- Performed preventive maintenance operations
- Repaired overhead and underground lines
- Serviced customer residences with major disruptions

**Boards & Committees**

*City of Miami Historical & Environmental Protection Board* 7/04-Present  
*D.A.S.H. One Community, One Goal Advisory Board* 1/04-7/04



SEP-21-2005 12:05 FROM: THE BLACK ARCHIVES H (305)636-2391

TO: 993056729288

P. 4/4

**References:**

**Available Upon Request**

Sandra K. Vanden - 4265 Braganza Avenue, Miami, FL 33133  
PH 305-666-4807 - FX 305/666-4905 - E SVan6@aol.com

#### **OVERVIEW**

Accomplished planner, organizer and producer developing and implementing strategies and programs. Public and private background in proposal development, legislative actions, marketing, and community service programs.

#### **BUSINESS 1988 to 1997**

Gulfstream Park, Ft. Lauderdale, FL

Quality Service Coordinator / Liaison to the President

Designed, constructed and implemented Total Quality Customer Service program

**GREATER MIAMI CHAMBER OF COMMERCE**, Miami, FL

Director, Economic Development

Directed projects, newsletters, seminars, training and marketing activities for the Empowerment Zone Committee, Dade Economic Master Plan Project, Dade Manufacturers' Council / Biomedical Exchange Forum, and the Quality Council committee.

**UNIVERSITY OF MIAMI SCHOOL OF MEDICINE**, Miami, FL

Editorial Coordinator - *American Journal of Physiology: Lung Cellular and Molecular Physiology*

Directed manuscript review process, publication schedule, organizational policies, structures and financial accounts. Coordinated work of 15 associate editors, members of the editorial board, reviewers and authors; reduced manuscript review process from three months to 21 days.

Coordinated all aspects of relocating this department to Georgetown University in 1990.

#### **GOVERNMENT 1985 - 1988**

**UNITED STATES HOUSE OF REPRESENTATIVES**, Washington, DC

Dante B. Fascell - Congressional Office - Legislative Assistant

Researched, developed and coordinated submission of legislative proposals; coordinated constituent activities, researched and resolved constituent issues; drafted *Congressional Record* statements and media releases.

**UNITED STATES SENATE**, Washington, DC

Bob Dole - Senate Office and Senate Minority Leader's Office - Legislative Assistant

Researched and developed state studies, congressional actions and political analyses. Drafted congressional statements and press releases. Investigated, coordinated and resolved constituent issues.

**RESEARCH ASSOCIATES, INC.**, Washington, DC

Business Research and Competitor Analysis

Assistant to the president for administration, marketing, client relations and editorial review. Planned and conducted research projects; developed information and sourcing strategies; liaison to Capitol Hill.

#### **EDUCATION**

Smith College, Northampton, MA, 1988 - B.A. Major in Government, Minors in Economics and International Affairs

Georgetown University, Washington, DC, 1987 - Certificate: Comparative Political and Economic Systems

Miami Dade Community College South, Miami, FL, 1985 - Faculty Award: Outstanding Student So. Camp.

**additionally:**

Smith College School of Management, Certificate, Executive Management Critical Issues Program, 1999

University of Miami, Certificate, Executive Education for Nonprofit Management, 1998

Barry University/Florida Association of Nonprofit Organizations, Certificate, Nonprofit Management, 1997

Florida International University, Certificate, Total Quality Service, 1994

Dale Carnegie Institute, Certificate, Effective Speaking and Influencing Business, Highest Achievement Award, 1993

#### **CURRENT ACTIVITIES & AWARDS**

Miami-Dade County Fair and Exposition - Board of directors chairperson-elect, chair of Scholarship & Career Fair committees

National DAR Award for Community Service 2003 - to honor creation and success of annual Career Fair for middle school students

Christ the King Lutheran Church - Immediate Past President of Council; current council member

Lutheran Services of Florida 2004 Good Samaritan Award for volunteerism

Smith College - Alumnae Association Florida Regional Coordinator; immediate past president Miami Smith College Club - member, book award committee

**The Reverend Mark H. Sime**  
1000 N.W. North River Drive #107  
Miami, FL  
305.547.1235

**EDUCATION:**

Episcopal Theological Seminary of the Southwest  
Master of Divinity, 2000

University of Florida, Gainesville, FL  
College of Liberal Arts and Sciences  
Bachelor of Arts, Political Science

**Experience:**

Trinity Episcopal Cathedral, Miami, FL  
June, 2000 - Present

**Priest****Assistant to the Dean**

Large, multi-cultural Cathedral parish with exceptional opportunities for a priest with considerable life experience and a passion for ministry and leadership. Ability to organize and preside over frequent and sizable liturgical, as well as, civic gatherings. This city-centered congregation reflects a wide cross-section of individuals and families living within South Florida.

Episcopal Aide Ministry, Episcopal Diocese of Southeast Florida, Inc.  
October 2001 - Present

**Chaplain****Board of Directors**

Provide pastoral care and pastoral counseling to individuals and families. Preside over Episcopal/Ecumenical worship and healing services at Trinity Cathedral to those individuals who, primarily, have been affected by HIV/AIDS either personally, or through a friend and relative. As a board member, I am responsible for providing leadership and focus to an organization which counsels, supports, enables and funds groups and individuals dealing with HIV/AIDS, and whose constituency is changing within the community.

Church of the Good Shepherd, Austin, TX  
June 1998 - May 2000

**Seminary Intern and Adjunct Staff**

Design, coordinate, implement, and lead group educational classes for parishioners both within and outside the parish community. Coordinate and facilitate, as part of a multiple staff, weekly liturgical worship, pastoral care, education, and training for a congregation of over two thousand members.

Seton Medical Center, Austin, TX--  
June 1998 - January 2000

**Chaplain****Chaplain Intern - Clinical Pastoral Education Program**

Provide pastoral and spiritual care and counseling to patients and staff at the largest health care system in Austin, TX. Primary training and responsibilities were concentrated toward those patients and families affected by cancer and trauma emergencies.

**Callies Electric, Inc., Miami, FL**

**President and Owner**

Large commercial and industrial electrical contractors with an average of sixty employees concentrating on the construction and maintenance of facilities for rail transportation, airport, hospital, commercial offices, and manufacturing facilities. Responsibilities included contract development, project coordination, project management, contract management, and complete financial management.

**PROFESSIONAL DEVELOPMENT AND ACTIVITIES :**

**Episcopal Diocese of Southeast Florida**

**Diocesan School for Ministry**

Instructor, 2001 -

**Episcopal Preaching Foundation**

**Catholic University, Washington, D.C.**

**Preaching Excellence Program**

June, 1999

**Inner-City Homeless Assistance Program**

**St. Luke's Episcopal Church, Atlanta, GA**

**Internship for Program Development**

January, 1999

**Community of Hope Program**

**St. Luke's Hospital, Houston, TX**

**Certification Program, 1999, Austin, TX**

Instructor, 2001, Miami, FL

**Graduate Assistant**

**Episcopal Theological Seminary of the Southwest**

**Theology Colloquy**

September 1998 - May 1999

**"Personal Healing and Outreach Through Urban Outreach Ministry"**

*Ratherview*, a theological publication of the Seminary of the Southwest

Spring, 1999

**Leadership and Corporate Quality Management Program for Contractors**

Developed, Published and Seminar Leader

Independent Electrical Contractors,

Washington, D.C., 1993 - 1997

**St. Thomas Episcopal Parish**

1990 - 1997

Outreach Ministry

Vestry

Acolyte Master

Lay Reader

Religious Education

**Progress Club of Miami**

1988 - 1997

President

Vice President

Board of Directors

**References for The Reverend Mark H. Sims:**

Steven Dohan, CPA  
Dohan and Company  
7700 S.W. 88<sup>th</sup> Street  
Miami, FL 33166  
305.274.1366

Karen Corlett McCommon  
5830 S.W. 73<sup>rd</sup> Street  
South Miami, FL 33143  
305.669.8118  
305.665.8756

The Very Reverend Donald W. Krickbaum  
60 N.E. 98<sup>th</sup> Street  
Miami Shores, FL 33138  
305.751.2341

Carina Saadovskaya-Cma, M.D.  
Director  
The Councils Center for Research & Treatment in  
Psychoecial Oncology  
1475 N.W. 12<sup>th</sup> Avenue  
UMHC, Suite 2080  
Miami, FL 33136  
305.243.4129

The Reverend Roger M. Tobin  
Rector  
St. Thomas Episcopal Parish and School  
6690 North Kendall Drive  
Coral Gables, FL 33158  
305.661.3438

RAFAEL E. URRUTIA  
731 S.W. 28 Road  
Miami, Florida 33129  
Tel. (305) 859-8975

QUALIFICATIONS

AND EXPERIENCE: Thirty-one years experience in the fields of:

Administration; personnel management and services; recruitment and supervision of personnel; program development and monitoring; budgeting; contract negotiations; compliance regarding equal educational and employment opportunity and access; collective bargaining; writing and management of grants; review of grant proposals; selection, implementation, and utilization of computer-based management systems.

Cross-cultural mental health services; substance abuse counseling; individual, group, and family therapy within multi-ethnic community mental health settings.

Teaching, training and staff development; instruction in the area of social sciences at the secondary and college levels; career counseling; planning, development, and delivery of diversified training programs for supervisory and direct service personnel at the local and national levels.

Research and evaluation; planning, design, and implementation of research and evaluation of projects and grants; reporting and publishing.

CAREER HISTORY:

11/18/04-present Accountability Officer - Title I Administration, Intergovernmental Relations, Grants Administration, and Community Services, Miami-Dade County Public Schools, Miami, Florida

Directs the operations and supervises staff responsible for the federal Title I grant's district level functions pertaining to the non-public school services, neglected and delinquent services, and the No Child Left Behind Act supplemental education services. Reports to the Assistant Superintendent, Title I Administration, and assists her in various functions pertaining to program implementation, fiduciary matters, and accountability/compliance issues pursuant to statutory or regulatory guidance.

2/14/02-11/17/04 Administrative Director - Personnel Administration, Personnel Management and Services, Miami-Dade County Public Schools, Miami, Florida.

Directs the operations and supervises staff responsible for the district functions of Employee Assistance, Americans with Disabilities Act Employee Services, Wellness and Personnel Administration. Reports to the Chief Personnel Officer and assists her in various functions pertaining to labor/management collective bargaining, School Board Personnel Management Committee

activities, Board Agenda development as well as other district level personnel administration issues and matter.

7/26/96-2/13/02 District Director - Compliance (promoted from Director I), Equal Educational and Employment Opportunity, Miami-Dade County Public Schools, Miami, Florida.

Directed the operations of and supervised staff of the Division encompassing both student and employee compliance functions. Provided leadership for the district regarding civil rights, equal educational and employment opportunity and access. Administrative representative in civil lawsuits of discrimination/harassment. Served as a resource and trainer to the district in regards to compliance issues in personnel, collective bargaining and the equitable delivery of educational programs and services.

10/19/94-7/25/96 Supervisor I - Compliance, Division of Equal Educational Opportunity and Advocacy, Miami-Dade County Public Schools, Miami, Florida.

Supervised the operations of and staff of the Employee Compliance section of the Division. Serves as a resource and provides leadership for the district regarding civil rights, equal employment opportunity and access. Responsible for reports on compliance with federal and state laws/regulations and the unitary status of the district. Performs training functions on discrimination/harassment issues.

9/22/93-10/18/94 Coordinator III - Compliance, Division of Equal Educational Opportunity and Advocacy, Miami-Dade County Public Schools, Miami, Florida.

Assisted in the monitoring and assessment of the district's compliance in the implementation of rules and practices as they related to civil rights laws and equal educational opportunity and access issues for employees/students. Duties included investigation of internal employee/student complaints of discrimination/harassment as well as preparation of district's responses to charges issued by federal and state enforcement agencies. Supervised staff in the Compliance section of the Division.

8/19/92-9/21/93 Coordinator III - Chapter 2 Administration, Office of Grants Administration, Miami-Dade County Public Schools, Miami, Florida.

Responsible for district-wide evaluation and selection process of Chapter 2 project proposals; development and submission of state applications; and programmatic and financial monitoring of approximately 150 public and non-public schools projects. In addition, managed other federal and state grants. Supervised a staff of three.

3/21/90-8/18/92 Coordinator II - Grants Administration, Office of Grants Administration, Miami-Dade County Public Schools, Miami, Florida.

Responsible for the development, coordination, and management of federal, state, local, and foundation grants for the school district. Emphasis was on the development, submission, and programmatic and financial monitoring of foundation grants.

10/20/86-3/20/90 Coordinator I, Evaluation - Program Evaluation Department, Office of Educational Accountability, Miami-Dade County Public Schools, Miami, Florida.

Responsible for design, data collection, data analysis, and preparation of reports for formative/summative evaluations of educational programs. Also, review and/or preparation of grant proposals. Areas included bilingual education, fine arts magnet schools, computer-assisted instruction, federal projects, athletics, health programs, etc.

Spring 1988 Instructor, (part-time) - Nova University, Miami, Florida.

11/05/84-10/19/86 Training Specialist II - Personnel Services, University of Miami/Jackson Memorial Medical Center, Miami, Florida.

Responsible for curriculum development, delivery of instruction, and evaluation of training programs at the medical center in diversified areas, e.g., communication skills, courtesy programs, stress management, supervisory and management skills, trans-cultural issues in health care. Served as in-house consultant on personnel management issues.

5/24/84-11/04/84 Administrator - Neuromedical Research Center, Bay Harbor, Florida. Responsible for center's business operations. Center was a recipient of Phase II drug research grants from major pharmaceutical companies. Also, administered tests for cognitive functioning, including computer-assisted tests.

12/20/82-5/23/84 Business Manager - Neurometrics Department and Bio-conditioner Facility, St. Francis Hospital and Hyperion, Inc. (Cordis Affiliate), Miami Beach, Florida.

Duties included all managerial/personnel/financial tasks pertaining to the administration of both facilities.

2/9/76-10/30/82 Research Instructor - University of Miami, School of Medicine, Miami, Florida.

The various administrative and service duties under the above academic appointment are included below. All of the listed projects were grants, therefore, duties included preparation of grant applications and grants management.

Project Coordinator, Cross-Cultural Training Institute (NIMH Grant), School of Medicine, Department of Psychiatry.

Responsible for curriculum development, instruction, management, and marketing of seven-day seminars for health care managers and clinicians from across the U.S. Goal was to develop cultural



sensitivity in health care personnel. Assisted with research and publication duties.

Concurrently performed services to Jackson Memorial Medical Center's Community Mental Health Center as Coordinator of Consultation and Education and later as Assistant Director of Operations.

**Director,** Wynwood Clinic - Jackson Memorial Medical Center's Community Mental Health Center.

Responsible for administration of community mental health clinic. Also, provided therapy and conducted research on culture and health care. Supervised eighteen clinical staff members.

**Counselor,** Spanish Family Guidance Clinic (NIDA Grant)- University of Miami.

Provided individual, group and marital therapy. Focus on substance abuse.

5/7/79-10/12/79 Contracts Officer - South Florida Employment and Training Consortium (SFETC), Miami, Florida. (On leave of absence from U. of Miami)

Responsible for monitoring and technical assistance of the programmatic and financial operations of forty multipurpose, multiethnic CETA grants under contract with the consortium. Duties included RFP preparation, grant review, and budget negotiations.

1/5/75-6/23/78 Instructor (part-time) - Miami-Dade Community College, Wolfson Campus, Miami, Florida:

12/1/73-9/7/75 Instructor, Bilingual Counselor, Director of Research- College Adapter Program, Higher Education Development Fund, New York, New York.

Program provided a re-entry setting for minority out-of-school young adults to prepare them for college. Taught courses in the social sciences as well as remedial reading. Performed duties related to the planning and execution of the bilingual services of the counseling component, focusing on dropout prevention interventions. Promoted to Director of Research; duties included research design and implementation for all programs under Fund. Also, assisted in grant preparation.

1/12/71-8/15/72 Assistant to the Director - College Entrance Examination Board, San Juan, Puerto Rico.

Administration of a series of services to high school students and counselors. Duties included technical assistance, education, writing, public relations, and research (Served as Executive

Secretary to the Commission for the Study of the Guidance Program of the Puerto Rico Department of Education).

EDUCATION: Bachelor of Arts, Psychology - University of Puerto Rico.  
Master of Science, Educational Psychology - Fordham University, New York, New York.  
Thirty-three additional graduate credit hours toward the Ph.D. degree, Educational Psychology, Fordham University, New York, New York.  
Nine credit hours, Computer Sciences and Education - Florida International University, Miami, Florida.

LANGUAGES: English, Spanish.

COMMUNITY AND  
PROFESSIONAL  
ACTIVITIES:

Present:

Miami Design Preservation League, Member and volunteer guide

Past:

Equal Employment Opportunity Commission, Member, Miami Office  
Community Advisory Council  
Roxcy Bolton Rape Treatment Center, U.M./Jackson Memorial Medical Center, Chairman, Board of Directors  
ASPIRA of Florida, Inc., Founding Board Member  
Borinquen Health Care Center, Vice-president, Board of Directors  
Wynwood Elderly Center, President, Board of Directors  
Multi-ethnic Coalition of Florida, Inc., Board Member  
American Educational Research Association, Co-chair, Affirmative Action, Div. H

AWARDS: National Winning Entry for Instructional Evaluation  
American Educational Research Association

Ellery Brown  
7749 SW 184 Way  
Miami, Florida 33157  
Phone: 233-0237 home  
237-3135 work

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## RESUME

### EDUCATION & CERTIFICATION:

Nova University:  
Master of Science, Administration  
and Supervision, 1973

Tuskegee University:  
Bachelor of Science, Biology/  
Chemistry, 1967

Certification: Administration and  
Supervision, Biology, Science;  
School Principal

### EMPLOYMENT HISTORY:

#### July 1993 to Present

Principal, New World School of the  
Arts; responsible for the academic  
program for the 460 high school  
students.

#### September 1991 to June 1993

Assistant Principal, New World  
School of the Arts

#### Responsibilities:

Supervised all student attendance;  
was responsible for articulation and  
recruiting of students; magnet  
school liaison; handled all student  
discipline; coordinated and  
supervised student lunch program;  
monitored instructional program;  
duties necessitated daily  
interaction with over one hundred  
Miami-Dade Community College and  
Florida International University  
faculty and staff.

September 1990 to June 1991:

Activities Director, New World School of the Arts

Responsibilities:

Supervised and coordinated all clubs and organizations; planned and organized student activities, such as dances, assemblies, etc.; coordinated School Report; planned graduation, Grad Nite and Prom; planned school awards programs; Dade Partners liaison and School Volunteer program Coordinator; Silver Knight coordinator; room reservations and media liaison with M-DCC college; coordinated bid committees (announcements, rings); duties necessitated daily interaction with over one hundred Miami-Dade Community College and Florida International University faculty and staff.

September 1987 to June 1990:

Biology/Marine Biology Teacher, New World School of the arts

Responsibilities:

Helped to write the new biology and marine biology curriculum and labs; biology peer teacher; Senior class sponsor; Chairperson of SACS committee.

September 1985 to June 1987:

Biology Teacher, Palmetto Senior High School

Responsibilities:

Helped re-write biology curriculum; sponsored science honor society

1974 to 1985:

Teacher, Rockway Junior High;  
Science/Global Awareness/English/  
African History

1971 to 1974:

Science Teacher, Minnie Howard  
Middle School, Alexandria Virginia

1969 to 1970:

Science Teacher, Alice Deal Junior  
High School, Washington, D.C.

1967 to 1969:

Physical Science Teacher, Jefferson  
Junior High, Washington, D.C.

September, 2000

## STEPHEN K. HALPERT

### Personal

Date of Birth: May 3, 1951

Home Address: 5500 S.W. 63rd Court  
Miami, Florida 33155

Business Address: University of Miami Law School  
P.O. Box 248087  
Coral Gables, Florida 33124-8087

Phones: (305) 661-6086 (home)  
(305) 284-3094 (work)  
(305) 284-6619 (fax)  
(305) 283-4596 (cell)

Email: shalpert@law.miami.edu

### Education

1969-73 A.B. Economics, Magna cum laude,  
Harvard University

1973-74 Harvard Scholar, Emmanuel College,  
Cambridge University  
(mathematics and history)

1975-76 Graduate student in Economics  
Harvard University

1974-78 J.D., cum laude, Harvard Law School

### Employment

2000- Professor of Law and Director of  
Transactional Skills Training  
University of Miami School of Law

1998- 00 Assistant Dean and Professor of Law  
University of Miami School of Law

1988-98 Professor of Law,  
University of Miami School of Law

1981-88	Associate Professor of Law, University of Miami School of Law
1983-84	Senior Staff Economist, Executive Office of the President, Council of Economic Advisers
1978-81	Associate, Skadden, Arps, Slate, Meagher & Flom, Boston, Massachusetts

#### **Publications**

*Chapter: Financial Market Deregulation in*  
ECONOMIC REPORT OF THE PRESIDENT 1984  
(principal author)

*Chapter: Industrial Policy in* ECONOMIC  
REPORT OF THE PRESIDENT 1984  
(contributing author)

*The Separation of Banking and Commerce*  
*Reconsidered*, 13 THE JOURNAL OF  
CORPORATION LAW 481 (1988)

*Economic Efficiency and the Law of Tort:*  
*A Comparative Review of* THE ECONOMIC  
STRUCTURE OF TORT LAW *by William Landes and*  
*Richard Posner and* ECONOMIC ANALYSIS OF  
ACCIDENT LAW *by Steven Shavell in* HARVARD  
LAW BULLETIN (Winter 1987)

#### **Honors and Fellowships**

1969-73	National Merit Scholar; Harvard College Scholar
1973-74	de Jersey-Harvard Scholar, Emmanuel College Cambridge University
1975-76	Harvard University Graduate Fellowship

## **Community Activities**

**President, Miami Lawyers' Division  
Federalist Society**

**Board of Advisors and former President,  
CHARLEE of Dade County, Inc.**

**Chairman, Chapter 517 Revision Committee  
of the Florida Bar, 1991-3**

**Academic Adviser to and Member of the Executive Council  
of the Business Section of the Florida Bar, 1989-90**



ML

ELODIA CRUZ - 3400 S. W. 105<sup>th</sup> Court, Miami, Florida 33165 - (305) 227-4117

### PROFFESIONAL PROFILE:

Highly skilled as Development Coordinator, serving Pan American Hospital Health Network, Pan American Hospital Auxiliary, and PAH CEO, with fundraising, public relations and communications tasks. Experienced in community development, implementation, and measurement. Experienced in public relations, coordinating special events, fundraising activities, educational conferences and create new innovative outreach programs for the hospital and the community.

### EXPERIENCE:

1993 to Present:

Development Coordinator

- \*Developing and implementing effective programs to benefit the community at large.
- \*Responsible for communications, public relations, and fundraising programs at the hospital.
- \*Coordination and supervision of fund-raising.
- \*Supervising the Auxiliary agenda which includes special events service drives, and special programs which interface the medical and support staffs with community groups.
- \*Work directly with management and clients to expand new programs.
- \*Developed internship program for high school students interested in the medical field at Pan American Hospital, hands on program
- \*Developed Careers in Healthcare for Klnlock Middle School where students apply what they study in their math, science and social studies classes to careers in the health industry
- \*Developed Reading Club for high school students to read magazines with the elderly in-patients at Pan American Hospital.
- \*Developed Adopt A Patient Program with high school students calling discharged patients with a courtesy call
- \*Coordinates part of the Cuban Medical Convention annually, for 3,000 registered physicians
- \*Coordinates and organize Annual Medical Staff Gala's

1981 to 1993

**Administrative Secretary**

- \*Responsible to the Chief Executive Officer at PAH.
- \*Interacts closely with Administrative personnel, Department Managers, Medical Staff, and all employees
- \*Performed and provide personal secretarial, clinical and administrative support services such as preparing correspondence in final form, scheduling meetings, and conducting special projects
- \*Worked with the organization of the Cuban Medical Convention.
- \*Prepare Annual Christmas Gala for the physicians.

1977 to 1981

**Landscape Designer, and Associate for  
Feddy Landscaping Company**

- \*In charge of creating design and selling to the clients.
- \*Supervise and overlook the construction of such designs.
- \*In charge of choosing, and buying plant material.
- \*Overall coordination of projects.

1973 to 1977

**Assistant to Construction Loan Officer  
IDS Mortgage Company**

- \*Ensure compliance, with contractors according to construction contracts, and construction performance.
- \*Work directly with the Construction Loan Officer regarding payments, reimbursements for the projects, verifying costs, and processing the disbursements.

**EDUCATION:**

Miami Dade Junior College – Two Years – Landscape Design

**CIVIC AND COMMUNITY ORGANIZATIONS:**

- **Board Member, and Secretary for Voices for Children Foundation (Active)**
- **Board Member and Vice President for S.T.A.R.S/H.O.P.E**  
From the Greater Miami Chamber of Commerce and Miami Dade Community College. (Active)
- **Board Member of YMCA Jose Marti International Center (Active)**
- **Board Member, and Secretary for the Children Cancer Caring Center, Latin Chapter**

### **Organizations Continuation:**

- **Board Member, and Vice President of SIPAS**  
Spanish International Parents Association, for International Magnet Program, Dade County Public School System.
- **Board Member of the American Heart Association**
- **Board Member of the Miami International Woman's Show**  
Coordinator of the Flea Market for the Metropolitan Museum of Coral Gables, along with the American Institute of Architects
- **Member of the Legislative and Governmental Relations Committee for South Florida Hospital Association. (Active)**
- **Member of the Education Programs for the South Florida Hospital Association (Active)**
- **Member of the Greater Miami Chamber of Commerce Hispanic Group. (Active)**
- **Member, National HIV/AIDS Partnership Plan for Latinas HDI Projects – Mujeres Unidas Pro-Salud.**
- **Member, Dade County Public School National Science Foundation Urban System Initiative Mathematics and Science Community Leadership Council**
- **Chairperson for Dade County Public School System Biomedical technology and Southeast Florida Career Prospects for the Annenberg Challenge.**
- **Member of NSFRE, National Society of Fund Raising Executive. (Active)**
- **Member of FANO, Fundraising Association for Non Profit Organization (Active)**

### **SPECIAL PROJECTS:**

**Registered Lobbyist – client Pan American Hospital**

**Designer, Secretary/Treasurer of RIDE-PACK, Inc.** (First rolling back pack in the market), manufactured in USA, and distributed throughout the United States.

**Wrote and Illustrated 3 children books** Copyright Never published.

## **BIOGRAPHICAL DATA ON CAROL G. WYLLIE**

### **BIRTH:**

*Carol Graham Wyllie was born on June 6, 1954, in Coral Gables, Florida.*

### **EDUCATION:**

*Attended grades 1 - 12 in Miami Springs where she graduated from Miami Springs High School in 1972.*

*Received a B.A. in Political Science from Newcomb College at Tulane in 1976. She was elected to Phi Beta Kappa in 1976.*

*Received her M.B.A. from the University of Texas in 1978. She was elected to the University of Texas chapter of Phi Kappa Phi Honor Society.*

### **OCCUPATION:**

*Joined The Sengra Corporation (N.K.A. The Graham Companies), the developers of Miami Lakes, in 1978. In 1982, she was promoted to President of Miami Lakes Properties, Inc. and Vice President of Sengra; and in 1987, Executive Vice President of The Graham Companies. Her responsibilities include the management of The Graham Companies' Industrial, Office and Retail divisions of the company.*

### **COMMUNITY SERVICE:**

1. *Greater Miami Chamber of Commerce - Board of Governors, 1990 - 1993; Trustee Member, 1990 - present.*
2. *The Beacon Council - Executive Committee, 1992 - Present; Finance Committee, 1994; Secretary, 1994; Chairperson, 1997.*
3. *First Union National Bank of Florida - Board of Directors, 1992 - Present.*
4. *One Community One Goal- Founding Member, Oversight Committee, Secretary and Board of Directors (1997- Present).*
5. *United Way of Dade County Campaign Cabinet, 1986, 1990, 1991, and 1994.*
6. *Historical Association of South Florida - Tequestrians - Member, 1978 - Present*
7. *The Sports Society - Treasurer, 1982 - 1984  
President, 1984 - 1985  
Member, 1982 - Present*

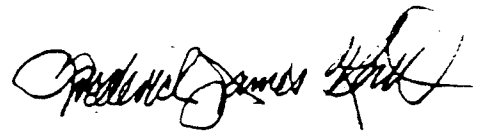
8. *Summit of the Americas 1994 - Host Committee; Co-Chair, Accommodations Committee.*
9. *Miami Lakes Elementary PTA - Board of Directors, 1993 - 1995; President, 1995 - 1996*
10. *International Women's Forum, Florida Chapter - Board Member, 1998.*

**PROFESSIONAL AFFILIATIONS:**

1. *National Association of Industrial & Office Properties (N.A.I.O.P.), South Florida Chapter Board of Directors, 1990 - 1994; President 1992, National Office Forum Member, 1996 - present.*
2. *Industrial Association of Dade County - Member (Former Board Member)*
3. *International Council of Shopping Centers (I.C.S.C.) - Member*

**OTHER INTERESTS:**

*Tennis, Boating, Reading*



Requested resume for possible recommendation to serve on the  
Miami-Dade Public Library's Advisory Board

Home telephone (305) 661-4857; cellphone (305) 926-0292

NO e-mail

Born 21 May 1928, Miami, Florida

Education: Public schools in Miami-Dade county, 1934-1946

(Silver Bluff Elementary, Shenandoah Junior High,  
Miami Senior High); also private music study

College: DePauw University, Greencastle, IN (BM, 1950)

University of Illinois, Urbana, IL

(MM, 1951; MLS, 1961)

Military service: US Army, 1952-1954; Chaplain's assistant, Cpl

Work experience: Free Library of Philadelphia, 1961-1992. Served  
the special music collections of the FLP as  
a reference librarian. Head of the Music  
Department (1975-1989) and retired as Music  
Curator of the Edwin A. Fleisher Collection  
of Orchestral Music (1989-1992).

Professional organizations: American Guild of Organists (1947-),  
Music Library Association (1960-2003), American Library  
Association (1961-65?), Pennsylvania Library Assoc.,  
Organ Historical Society (1996- )

Other organizations: American Theatre Organ Society, Fairchild  
Tropical Garden, Historical Museum of South Florida,  
Natives of Dade

Activities: On retirement (1992) I returned to Florida  
from Pennsylvania to care for my Mother who died  
in 2000. I have been serving as a substitute  
organist in various local churches since 1993 and am  
at present playing at the Third Church of Church  
of Christ, Scientist, in Kendall. I attend performances  
of the Miami City Ballet, New World Symphony and  
select opera productions of the Florida Grand.

References: I have been a personal friend of Helen Muir since  
I was a child and her son Toby as an adult. I have  
also met Sam Boldrick at organ concerts in the city.

Daniel E. Thomas  
509 Navarre Avenue  
Coral Gables, Florida 33134  
Work Phone: (305) 284-5113, 284-5155  
Home Phone: (305) 443-7916

Personal: Born April 15, 1950, Miami, Florida; Single; in good health.

Education: Graduate - M.S., Secondary School Sciences, Villanova University, Villanova, Pennsylvania, 1979.

Undergraduate - B.A., magna cum laude, Mathematics-Mathematics Education, La Salle College (now La Salle University), Philadelphia, Pennsylvania, 1972.

Secondary - La Salle High School, Miami, Florida.

Employment: June, 1977 - Present - University of Miami, Coral Gables, Florida.

Present Duties:

Assistant Director/Project Manager, Information Resources, with responsibility for implementing IBM-AS on-line query language in various University departments, customer training and service, departmental quality assurance.

Prior Duties:

Director, Systems Management and Training, Advancement Division, (6/91 - 9/92), with responsibility for developing training programs and materials for professional and support staff within the Advancement Division and for volunteer groups as requested. Also responsible for maintaining a high level of support for fund raising and volunteer management programs from the central database.

Director of Special Gifts, (9/87-6/91) with primary responsibility for organizing reunion gifts for four reunion classes, and special project related fund raising. Other experience includes managing the alumni portion of the University's \$400 million capital campaign. These duties included managing volunteer sponsoring committee, prospect identification, personal solicitation and coordinating school and college initiatives.

Director, Development and University Relations Systems and Project Manager (9/85-9/87) developing on-line fund raising and records management systems. In this position I managed a staff of 5-16 programmers and worked with a user community of 60.

Director, Alumni Relations, (3/81-9/85) responsible for developing and managing an extensive alumni relations program for the University including athletic, academic and social events, a travel program and a regional club outreach, in coordination with the institutions 12 schools and colleges. Managed 3 professional and 4 support staff.

Associate Director of Alumni Relations, Director, Alumni Annual Fund, (9/78-3/81) responsible for managing the annual fund programs for the University alumni in coordination with the undergraduate and professional schools, production of direct mail and promotional materials, management of the volunteer phone

Associate Director, Development Services, (9/77-9/78) responsible for gift and biographic records for the University, managed a clerical staff of 16.

**July 1975 - August 1976** - Various marketing related jobs while pursuing graduate school full time including: Market Research Field Supervisor, Gallagher and Zeffiro, Philadelphia, Pennsylvania; Interviewer and Marketing Research Assistant, Burger King Corporation, Miami Florida; District Supervisor, Macro Systems Inc., Veterans Administration Treatment Study in Miami.

### Professional Organizations and Activities:

**Speaker - Management of Student Information Systems (MOSIS) national conference - 1996**  
**Presenter - Council for the Advancement and Support of Education (CASE) National Conference on Development Services - 1991**  
**Local Arrangements Chair - CASE District III Conference 1990**  
**Speaker - CASE District III Conference 1989**  
**Speaker - CASE District III Conference 1988**  
**Speaker and Group Moderator - American Bar Association Conference - Law School Fund Raising Section 1984**